APPENDIX A

<u>FORMS</u>

APPENDIX A

FORMS (Introduction)

1. The forms prescribed for use in MILSTRAP are as described below and as illustrated in the following appendices.

2. The basic considerations in design of the forms are explained as follows:

a. The forms, although separately identified, are designed for a complete system and therefore complement one another as to the placement of data and captions.

b. The forms are designed for data entries by means of machines, typewriter, ballpoint pen, or pencil.

c. The forms are designed to facilitate the conversion of written data entries to a machine readable, fixed-length format in any organizational element of the supply system.

3. DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical) (Appendix A1); standard EAM card, preprinted format.

a. This form is used as:

(1) Requisition or Requisition Modifier

(2) Followup

(3) Passing Order

(4) Cancellation

(5) Supply Status

(6) Request for Improved ESD

(7) Shipment Status

(8) Materiel Release Order or Materiel Release Order Modifier

(9) Referral Order

(10) Redistribution Order

(11) Materiel Release Confirmation

(12) Materiel Release Denial (Warehouse Refusal)

(13) Materiel Obligation Validation Request

(14) Materiel Obligation Validation Response

(15) Notice of Availability

(16) Issue Transaction

b. Only one card form is provided for multiple formats with control of a specific format maintained by means of the document identifier code.

c. The card document data entries will differ depending upon the type of transaction involved. Due to the numerous data entries prescribed for entry in record positions 67-80 (depending upon the transaction), the caption on the bottom line is "VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE."

d. The card is designed primarily for electrical transmission and mechanical processing, with single line interpretation. However, a second line interpretation capability has been included to provide flexibility. When the second line is used, the document number, demand/suffix code, supplementary address, and signal code will be identified on the first line.

e. Data blocks in the body of the form consider the requirement of organizations using manual procedures. Data blocks A and B, which are included on the manual form, are not required on the mechanical card and therefore the first block provided on the latter form is identified by "C" and continues with data blocks identical to those included on the manual form. The data blocks identified with numerics 1 through 80 are provided for entry of written data corresponding to the top line captions pertaining to a requisition. Blocks D through K are included for entry of data by processing points and pertain to requisition editing and status preparation. Blocks C and L through W are utility blocks to accommodate local requirements.

4. DD Form 1486, DoD Materiel Receipt Document, (Appendix A3); standard EAM card, preprinted format.

a. This form is used for:

(1) Due-in transactions

(2) Pre-positioning cards for receipts

(3) Receipt of Materiel on a procurement instrument

(4) Receipt of Materiel on other than a procurement instrument

5.   DD Form 1487, DoD Materiel Adjustment Document, (Appendix A4); standard EAM card, preprinted format.

This form is used for:

(1)   Single transaction input format

(2)   Dual transaction input format '

(3)   Increase adjustment actions against inventory control records

(4)   Decrease adjustment actions against inventory control records

(5)   Condition transfers

(6)   Purpose transfers

(7)   Project code changes

(8)   Distribution code changes

(9)   Reidentification of stock

(10) Stock number change

(11)   Issue change

6.   DD Form 2338, ICE Report (Appendix A5).

APPENDIX AI

DD FORM 1348m
"DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)"

APPENDIX A3

DD FORM 1486, "DoD MATERIEL RECEIPT DOCUMENT"

DD FORM 1487, "DoD MATERIEL ADJUSTMENT DOCUMENT"

DoD MATERIEL ADJUSTMENT DOCUMENT

| DOC IDENT | R/I (TO) | F S C | NIIN STOCK NUMBER | ADD | U/I | QUANTITY | SV | ACTIVITY | DATE DOCUMENT NUMBER | SERIAL | SX | LOSING ICP | MULTI USE | SIG | FUND | DIST. | PROJ. | DAY | O/P | COND | R/I | O/P | COND | MGT | UNIT PRICE DATE TOTAL AMOUNT |

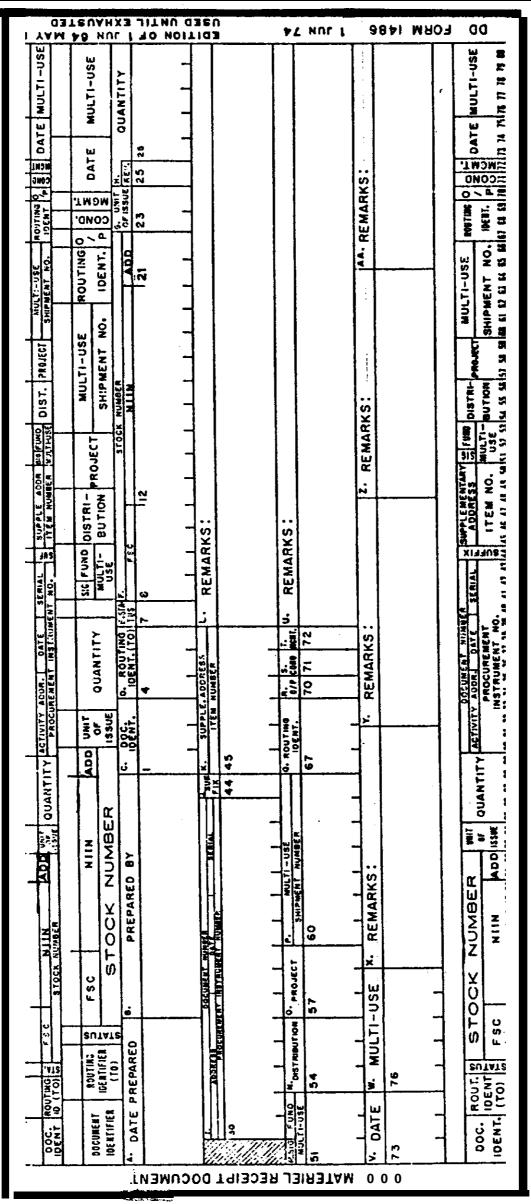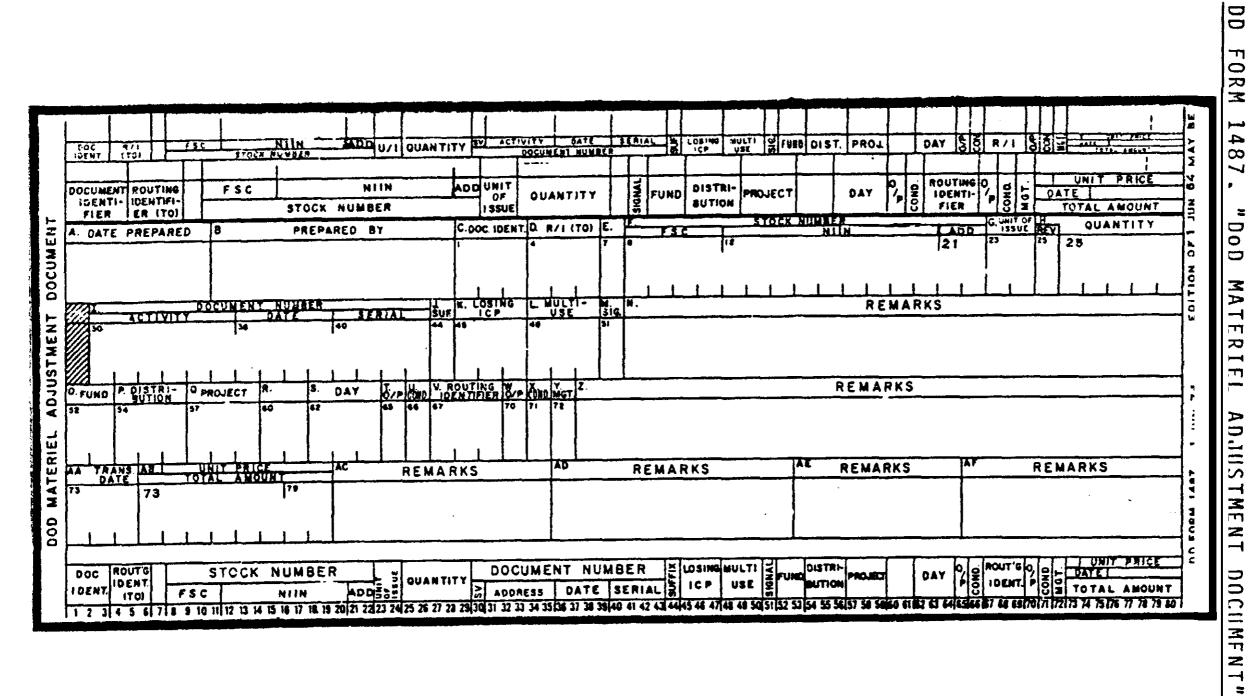| DOCUMENT IDENTI-FIER | ROUTING IDENTIFI-ER (TO) | F S C | NIIN STOCK NUMBER | ADD | UNIT OF ISSUE | QUANTITY | SIGNAL | FUND | DISTRI-BUTION | PROJECT | DAY | O/P | COND | ROUTING IDENTI-FIER | O/P | COND | MGT | UNIT PRICE DATE TOTAL AMOUNT |

| A. DATE PREPARED | B PREPARED BY | C. DOC IDENT | D. R/I (TO) | E. F S C | STOCK NUMBER NIIN | ADD | G. UNIT OF ISSUE | H. REV | QUANTITY |

DOCUMENT NUMBER
| J. ACTIVITY | DATE | SERIAL | J. ISUE | K. LOSING ICP | L. MULTI-USE | M. SIG | N. REMARKS |

| O. FUND | P. DISTRI-BUTION | Q PROJECT | R. | S. DAY | T. O/P | U. COND | V. ROUTING IDENTIFIER | W. O/P | X. COND | Y. MGT | Z. REMARKS |

| AA TRANS DATE | AB UNIT PRICE TOTAL AMOUNT | AC REMARKS | AD REMARKS | AE REMARKS | AF REMARKS |

| DOC IDENT | ROUT'G IDENT. (TO) | STOCK NUMBER F S C NIIN | ADD | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER SV ADDRESS DATE SERIAL | SUFFIX | LOSING ICP | MULTI USE | SIGNAL | FUND | DISTRI-BUTION | PROJECT | DAY | O/P | COND | ROUT'G IDENT. | O/P | COND | MGT | UNIT PRICE DATE TOTAL AMOUNT |
| 1 2 3 | 4 5 6 | 7 8 9 10 11 12 13 14 15 16 17 18 19 20 | 21 22 | 23 24 | 25 26 27 28 29 | 30 31 32 33 34 35 36 37 38 39 | 40 41 42 43 | 44 45 46 47 | 48 49 50 | 51 | 52 53 | 54 55 56 | 57 58 59 60 | 61 62 63 | 64 65 66 | 67 68 69 | 70 71 | 72 73 74 75 76 77 78 79 80 |

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APPENDIx A5

REPORT OF INVENTORY CONTROL EFFECTIVENESS		REPORT CONTROL SYMBO
(Dollar Data Expressed in Thousands)		**DD-A&L(Q)935**

REPORTING ORGANIZATION	MATERIEL CATEGORY (X one)	QUARTER ENDING	FY _____ TO DATE (year)
	AMMUNITION		
	GENERAL SUPPLIES		
1. MATERIEL DENIALS			
a. Line items directed for shipment			
b. Materiel denials			
c. Percent of materiel denials $((1b \div 1a) \times 100)$		%	%
2. RECEIPT PROCESSING PERFORMANCE			
a. Number of receipts stored and posted			
b. Number of receipts stored and posted on time			
c. Percent of receipts stored and posted on time $((2b \div 2a) \times 100)$		%	%
3. LOCATION AUDIT PROGRAM			
a. Number of storage locations surveyed			
b. Number of storage locations surveyed with discrepancies			
c. Location survey accuracy $(100 - (3b \div 3a \times 100))$		%	%
d. Number of location records reconciled			
e. Number of location records with discrepancies			
f. Location reconciliation accuracy $(100 - (3e \div 3d \times 100))$		%	%
4. PHYSICAL INVENTORY PROGRAM			
a. Total scheduled and unscheduled inventories completed			
b. Total with major inventory variances			
c. Major Inventory Variance Rate $(4b \div 4a \times 100)$		%	%
5. MONETARY VALUE OF PHYSICAL INVENTORY PROGRAM			
a. Average value of inventory		$	
b. Record value of items inventoried		$	$
c. Value of inventory adjustments			
(1) Value of inventory gains		$	$
(2) Value of inventory losses		$	$
(3) Value of gross inventory adjustments $(5c(1) + 5c(2))$		$	$
(4) Value of inventory gain reversals			
(a) Reversal of *current quarter* gains		($)	
(b) Reversal of prior *quarters"* gains		($)	
(5) Value of inventory loss reversals			
(a) Reversal of current quarter losses		($)	
(b) Reversal of prior quarters' losses		($)	
d. Gross adjustments as *percent* of:		$	
(1) Average value of inventory $((5c(3) \div 5a) \times 100)$		%	%'''
(2) Value of items inventoried $((5c(3) \div 5b) \times 100)$		%	%

DD Form 2338, SEP 86   *Previous editions art obsolete.*

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